

## VOLUNTEERING AT THE JAMES A. HALEY VETERANS' HOSPITAL



The entire staff of the James A. Haley Veterans' Hospital extends a warm welcome and appreciation for your willingness to serve as a volunteer at our hospital or one of our outpatient clinics.

The first step to becoming a volunteer is to fill out a volunteer application and the paper work for a TB Tine Test. Once you have the results of your TB Tine Test, please return the application and results of this test to Diane Layman, Voluntary Service specialist, in Rm. 2A-215K. If you are over the age of 18, you will then be sent for fingerprinting in Human Resources. Once you have completed the application process, you will then be given paperwork indicating the date and time you have been scheduled for an orientation.

**The TB Tine Test can be “administered” any day but Thursday.** You will need to come back to have it “read” within 48-72 hours. If you have previously tested “positive,” you still have to go to Occupational Health on the sixth floor of the main hospital. Take the main elevators to the sixth floor, turn right out of the elevator and go to the end of the hallway. “Hit the wall and nudge left.” Occupational Health is in the back corner in Rm. 6A-649. Hours for TB Tine Test reading are 7:30 a.m. to 3:30 p.m. Monday through Friday.

**Fingerprinting. Directions to Human Resources:** From Voluntary Service, go down the hallway and take a left to the main elevators. Go to the first floor, get out of the elevator and go left. You will be going towards the main lab, admissions and some clinic areas. Keep walking until to see a glass-encased office which houses Police and Security. Go left out the double doors. (You will see the new Emergency Department on your left.) Go to the bottom of the hill and go right. (You will see a water feature by your right leg.) As you start down the hill, you will see a modular building on your left with a wheelchair ramp going up. Go up the ramp, onto the porch, and in the door. Go left to the window and tell them you need to be fingerprinted. They will give you the top sheet of the form and you will return that to Diane Layman in Voluntary Service and will, at that time, be scheduled for your orientation. If the door is closed and Diane isn't available, just slide your paperwork under the door and she will contact you for an orientation.

If you have any questions, please contact Diane Layman, Voluntary Service specialist at (813) 972-2000, ext. 6579.

**PLEASE NOTE: Parking is at a premium. You may want to park at the University Square Mall, off of Fowler Avenue in Tampa. Parking is available at the west end of the mall. You will see a sign for “VA Shuttle.” The shuttle buses run approximately every 10 to 15 minutes, and will drop you off at the hospital's main entrance.**

### Volunteer Opportunities

**ESCORT** – Are you looking for some exercise, a chance to smile and brighten someone's day? You'll get an opportunity for both while volunteering as an escort and assisting in transporting patients to and from their appointments in the hospital. Any days/hours are acceptable from 7 a.m. to 4:30 p.m. Monday through Friday, with the greatest need in the afternoons.

**FEEDERS** – If you're looking for patient contact, we can provide training for you to help feed patients at meal times, especially in the Nursing Home Care Unit and Spinal Cord Injury Center. Any days are acceptable. Breakfast is from 8 to 9:30 a.m., Lunch is from 11 a.m. to 1 p.m.; Dinner is from 4 to 6 p.m.

**TRAM SHUTTLE DRIVERS** – Be the first to meet and greet our patients and their family members and be the last friendly face when they leave! Volunteers are needed to drive the parking lot tram shuttle golf carts to shuttle patients to/from the parking lots at our facility. Must be personable, friendly, able to follow safety instructions and drive a golf cart. Uniforms are provided. You can have a regular schedule or be "on-call."

**GREETERS PROGRAM** – This is a very busy and complex hospital. We need help in directing patients and their families as they enter our hospital. Volunteers are needed to support the Greeters Program on a regular basis. The program consists of employees and volunteers who greet and assist patients/visitors entering the facility who may need directions or information. Qualifications are: must be willing to help people; be outgoing and personable; have a neat, clean appearance; willing to do at least a two-hour shift per week. The position requires standing and walking. Training and blazer/vest are provided.

**SURGERY WAITING ROOM** – Families/friends waiting for their loved ones who are having surgery need some to listen and serve as their liaison with Operating Room staff to keep them informed about the patients' status. Need volunteers various days, with the greatest need being from 7:30 a.m. to 2 p.m. Additional time slots are available. Assist patient's families with information, answer phones, serve coffee and provide support.

**EVENINGS/WEEKENDS** – Some volunteer opportunities are available evenings/weekends including: feeding patients; assisting staff on the units with errands and escorting; helping to transport patients to and from Chapel services.

**STUDENT/YOUTH VOLUNTEER PROGRAM** – We accept students into our volunteer program all year round including the summer. Students must be 14 years old and have written parental consent on the application. Student volunteers are placed in assignments throughout the hospital in various departments.

**CAFÉ VA HOSTS** – Our Café VA offers computer access for inpatients, outpatients (on date of appointments) and their family members. Café VA is open weekdays from 9:30 to 11:30 a.m. and 5 to 7 p.m., and on weekends from 11 a.m. to 2 p.m. We are looking for hosts to serve refreshments, to socialize with the guests and to offer computer assistance if needed. We are also looking for some café entertainment (karaoke for example). Refreshments and supplies in the Café are provided through donations.

**SPECIAL EVENTS** – Voluntary Service conducts recurring special events, such as:

- **National Salute Week** – Celebrated the week with Valentine's Day, Feb. 14. This week is set aside to make the community more aware of services provided by VA facilities, to invite members of the community to visit inpatients/outpatients to express their appreciation for these heroes' services in defending our nation's freedom, and to invite the community to serve as VAVS volunteers to enhance the services provided by VA facilities to its patients.
- **Welcome Home event in mid-March 2011** at the USF Sun Dome. We will invite active-duty service members and veterans of Operation Iraqi Freedom/Operation Enduring Freedom to educate them about services provided by the Department of Veterans Affairs, including family support groups and job/educational opportunities. Our hospital will also invite all other veterans. We hope to provide food, entertainment and giveaways in a festive-like atmosphere. The other intent of **Welcome Home** is for us to join with the community in showing our appreciation to these heroes for defending the freedoms we enjoy.
- **Make a Difference Day** – Fourth Saturday in October. A national day of doing good and helping others, sponsored by USA Weekend magazine. Our hospital's Make a Difference Day project has been named Homeward Bound to Those Who Served. There are approximately 60 non-service connected veterans in foster homes in the Tampa area. They have opted to live in these foster homes (which are visited regularly to ensure specific standards are met) rather than in nursing homes. They have very limited funds after paying for their stay in the foster home. Voluntary Service and Social Work Service work together to collect a wish list for each of the patients. With the help of volunteers sharing their time and resources, gifts will be assembled for personal delivery to each of the foster home patients.
- **Christmas Gift Distribution** – 2010 date to be determined. Volunteers are welcome to assist with the assembly of approximately 400 gift bags for inpatients. Gift distribution begins at 1 p.m. Individuals, organizations and businesses are welcome to present gifts for these gift bags. Contact Voluntary Service for more information about gift ideas.

**MANY OTHER OPPORTUNITIES** – There are many other volunteer opportunities available in clinics, library, Nutrition and Food Service, kitchen work, community living centers, etc. Groups and/or organizations may also sponsor evening activities (bingos, horse racing, casino nights) for inpatients. Recreation Therapy is particularly looking for a bingo sponsor on Monday evenings. We are seeking sponsors for **patriotic events**: POW Ceremony in April, Memorial Day in May, Flag Day in June, POW/MIA Day in September, Patriot Day in October and our **Veterans Day Parade** November 11. Sponsors may provide entertainment, Color Guard, refreshments, and/or flowers.

**How To Join Us:**

To become a volunteer, or to learn more about volunteer opportunities at our hospital, contact:

Voluntary Service (135)  
James A. Haley Veterans' Hospital  
13000 Bruce B. Downs Blvd.  
Tampa, FL 33612  
(813) 972-7533

**Benefits for Volunteers:**

- Complimentary lunch provided if working for four or more hours
- Flexible scheduling
- Awards for volunteer hours of service from the 50-hour youth award to more than 50,000 hours (at established milestones)
- Orientation and training program
- Professional uniform and I.D. Badge
- Annual Volunteer Awards Recognition Luncheon
- Free TB Testing and Free Flu Shots
- Letters of reference for school/work
- Free medical treatment if injured or ill while doing your volunteer work